

City of Falls Church Green Fleet Policy

Policy Objective

To ensure that the City of Falls Church fleet assets are selected, acquired, and utilized in a manner that provides for the best possible support of City operations through environmentally responsible fleet management. The City's long-term intent is to have a fleet that is 100% clean and green, which means using clean fuels and vehicles that are the most fuel efficient, low emission vehicles available that meet the business needs of the City.

This policy excludes vehicle acquisition for School Board, Police, Fire and EMS vehicles but does affect fuel for these organizations.

A. Planning

It is city policy to:

- Assess operational needs to minimize fleet size.
- Eliminate old, underused or disproportionately inefficient vehicles.
- Plan vehicle and equipment use to maximize efficiency and minimize vehicle miles traveled (VMT) to the extent operationally feasible.
- Pursue innovative fleet management initiatives. (Example: Create a bicycle pool from Police recovered property bicycles of good condition converted for City use).

B. Acquisition

When purchasing vehicles, fuel, and related goods and services, it is city policy to:

- Purchase the most fuel efficient vehicle models available that will fulfill the intended municipal function; provided that the vehicle also meets other normal procurement criteria including price and reliability.
- Purchase fleet vehicles and equipment of appropriate size according to assessed needs and intended use. Rank or status of employee will not be a factor in determining vehicle replacement or assignment.
- Purchase fuel with the best environmental performance for vehicles already in the fleet. Fuel selection must be based on the best current science that suits fleet requirements provided that the use of the fuel also meets other normal procurement criteria including price and reliability
- Purchase non-toxic and other environmentally preferable products such as coolants and re-refined oils where available and cost effective.
- Purchase retreaded tires for large wheeled or slow-moving vehicles.

C. Maintenance and Operations

It is city policy to:

- Drive fleet vehicles at or below the posted speed limit.

- Perform preventative maintenance regularly and on time to ensure optimal vehicle and equipment operations.
- Recycle engine fluids, antifreeze, batteries, and tires whenever possible.
- Monitor fuel consumption and vehicle maintenance records regularly to ensure optimal vehicle operation.
- Inspect vehicles weekly and prior to extended use to ensure correct tire pressure, oil and coolant levels, and to identify possible signs of other fluid leaks.
- Turn off vehicles and remove keys from the ignition when parked for any length of time. Idling the engine is permitted when:
 - It is essential for performance of work such as running emergency/safety lights or equipment, power take-offs (PTOs) and/or running other equipment necessary to complete the job.
 - It is necessary to maintain a safe environment for passengers with special health needs.
 - Bringing engines to proper operating temperature and to defrost all windows.
 - The air temperature is below 32 degrees, the guidelines for maximum engine idling are:
 - Above 32° F: 3 minutes
 - Between -10° and 32° F: 10 minutes
 - Below -10° F: no limit

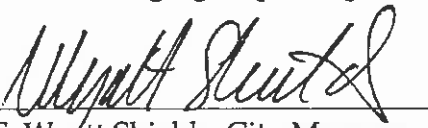
D. Disposal

It is city policy to dispose of hazardous materials such as waste oil, lubricants, antifreeze, and batteries safely through environmentally responsible practices.

E. Education

It is city policy to develop employee and management education programs designed to help achieve Green Fleet Policy Objectives. These programs will advise employees of this policy, educate them about the environmental benefits of complying with this policy, and encourage behaviors that support the spirit and intent of this policy, such as:

- Encouraging City employees to walk, use the bus, metro, or use a bicycle rather than drive to any nearby meetings or lunch locations.
- Encouraging City employees to select local lunch locations.
- Encouraging City employees to use the cleanest, most fuel-efficient fleet vehicle possible for a given business use.
- Encouraging carpooling when traveling on City business.


 F. Wyatt Shields, City Manager
 City of Falls Church

Sept 25, 2008